



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-5 Effective Date: 09/01

SUBJECT: **HIRING**

PURPOSE:

To provide a systematic and equitable procedure for appointing and processing new employees for City employment.

POLICY:

After a hiring authority has interviewed a sufficient number of candidates from an existing eligibility list, a reference check of the final candidates shall be conducted by the hiring department, or the Human Resources Department at the request of the hiring department. The primary purpose of this reference check is to confirm any important information either on the application form or given by the candidate at the time of interview. It may also serve to learn more about the candidate's prior work habits. A more detailed background investigation may be necessary depending upon the position sought to be filled.

When the final candidate has been determined, the hiring authority shall contact the chosen candidate to inform him/her of the appointment and the conditions and compensation of the position. Appropriate written confirmation may follow and become a permanent record in the employee's personnel file. Appointments above Step 3 require the prior approval of the City Manager. The hiring authority should emphasize to the candidate that final appointment is subject to successful completion of a medical exam, including laboratory testing, a drug screen, and a probationary period. The candidate should be informed not to give his/her current employer notice of termination until successful completion of all medical screening. All appointments are subject to approval of the Department Head, Human Resources Director, and City Manager.

The hiring department shall complete a P-2 (Personnel Action Form 132-2) and send it to the Human Resources Department, along with the selected candidate's application, in order to start the "hiring in" process. The applicants remaining on the certified eligibility list, the completed P-1 (131-1, back side), and Certification of Eligibles form, should be returned to the Human Resources Department within one (1) week of appointment so that Human Resources may notify other interviewed candidates of their status on the eligibility list. If the hiring department has already notified the unsuccessful candidates, a copy of the correspondence should be sent to the Human Resources Department along with the certification package.

The Human Resources Department shall schedule, with the selected candidate, a time for completing the medical exam, including all required testing/screening, fingerprinting, chest x-ray (if needed), and appropriate hiring forms. Upon completion of the "hiring in" process, the Human Resources Department shall notify the hiring department and obtain any reporting instructions for the employee's first day. The Human Resources Department shall then notify the employee of this

information. At any point in the “hiring” process, if the selected candidate should either drop out or be disqualified, the Human Resources Department shall notify the hiring department. Any variations from the process must be approved by the Human Resources Director or designee. Photo identification is taken of regular employees at the time of their orientation session at the Human Resources Department. Parking is provided for regular employees based on availability and seniority. New employees are placed on a parking seniority list and are contacted by the Human Resources Department when a space becomes available.

PROCEDURE:

Responsibility	Action
Hiring Department and/or Human Resources Department	1. Conducts a reference check of the final candidates after interviewing candidates from the certified eligibility list.
Hiring Department	2. Notifies successful candidate(s) of appointment and informs candidate(s) of the terms of employment. 3. Prepares P-2 (Personnel Action Form 132-2) and submits to Human Resources along with selected candidate(s) application(s). 4. Completes other forms (Certification of Eligibles, Personnel Requisition Form 131-1 (P-1), any correspondence sent, and remaining applications) included with the certification package and forwards the entire package to Human Resources within one (1) week of appointment decision.
Human Resources Department	5. Notifies successful candidate(s) of date(s) of processing. 6. Notifies unsuccessful candidates interviewed by department of their status on the eligibility list. 7. Processes candidate(s) for employment. 8. Notifies department when process is completed and obtains starting time and place for employee's first day. 9. Notifies employee(s) of time and place of first day of work.

Attachment:

1. Personnel Action (P-2) (132-2)